

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: November 22, 2016**

**Closing Date: November 29, 2016**

**Administrative Specialist II (Pay Grade 8)  
Criminal Division, Felony Trial Unit  
In New Castle County**

**Job Responsibilities and Duties:**

This Administrative Specialist is assigned to provide secretarial support to Deputy Attorneys General in the Felony Trial Unit, Criminal Division, in New Castle County. Duties include, but are not limited to, preparing indictments and discovery, updating witness lists and sending trial notices, responding to phone calls regarding pending cases and completing other administrative tasks as required. This Administrative Specialist sets up files, runs criminal record checks, and closes files. Duties will include typing of briefs, preparation and filing of pleadings and other legal correspondence. Extra duties can be assigned as needed by the Deputy Attorneys General when they are preparing for trial(s). This Unit is within an extremely fast-paced working environment with a high volume of demands. This secretarial position also participates in the rotation schedule of the main Criminal Division Receptionist phones on the 7<sup>th</sup> floor in the Carvel State Building.

**Minimum Qualifications:**

- Must be detail-oriented, well-organized and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims and witnesses, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must possess excellent spelling, grammar and proofreading skills.
- Must be able to answer telephones and take accurate messages.

**Internal Applicants:** Please send an updated Resume or a summary of work experience to the Director of Human Resources.

**External Applicants:** Please submit a Resume and a completed State Application to Human Resources, Delaware Department of Justice, 820 N. French Street, 6<sup>th</sup> Floor, Carvel State Building, Wilmington, DE 19801 or E-mail to [DOJHR@state.de.us](mailto:DOJHR@state.de.us) or Fax to 302-577-5866. EOE.